

Project Coordinator

The Chelan County Public Works Department is seeking applications for the position of Project Coordinator. This is a permanent, full-time position whose duties include administering and maintaining the county road and pavement management databases, road logs, accident reports and street addressing. The project coordinator also maintains and updates Public Works GIS database layers, prepares and generates GIS reports and maps. Also prepares cost and pay estimates for county road projects, administers consultant agreements, issues and maintains records for utility and driveway permits; prepares and submits reports to the State of Washington for funding. The Project Coordinator also maintains and records department plans, maps, surveys and the highway plat book.

Applicants should have an Associate's degree (AA) or equivalent from a two-year college or technical school and five (5) years experience specific to civil engineering and surveying focusing on roadway design and public works projects or equivalent combination of education and experience. The starting salary level is Step 1 \$3,384.61 to Step 4 \$3,918.39 per month, depending on qualifications and experience, plus a benefit package.

Applications and job descriptions are available at the Chelan County Public Works Department, 316 Washington Street, Suite 402, Wenatchee, Washington 98801, phone 509.667.6415. A letter of intent and resume must be accompanied by a completed application must be returned no later than 5:00 P.M., September 28, 2006 or until filled with first review of applications on September 29, 2006. Chelan County is an Equal Employment Opportunity employer.